

28 February 1984

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MEMORANDUM FOR:

[Redacted]

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FROM:

[Redacted]
C/HRPS

SUBJECT:

New Report Request

1. It is requested that a new report be created for ad hoc distribution to HRPS. The report should be titled Current Clerical Requirements: D Career Service and should include the following data:

a. Clerical Requirements:

Total count of D Career Service positions with subcategory clerical and ceiling count A.

b. Unallocated Requirements:

The portion of unallocated D Career Service ceiling that is scheduled to be allocated as clerical positions. This number will be initially established [Redacted] and later adjusted by HRPS based on budgetary data.

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c. Additional Clerical Requirements:

The total count of all D Career Service positions that do not have a subcategory clerical that are occupied by clerical employees (ceiling = A).

d. Reduced Clerical Requirements:

The total count of all positions that have a subcategory clerical that are occupied by non-clerical employees (ceiling = A).

e. Clerical Resources:

Total count of employees with a subcategory clerical for the D Career Service (ceiling = A).

2. The remaining data in the report can be defined as "current clerical requirements". It should be derived by manipulating the previous subparagraphs as follows: $a+b+c-d-e$ = current clerical requirements. Please contact me [Redacted] for any additional clarification required in formatting the requested report.

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Distribution:

Original & 1 - Addressee

1 - DDO Projects

1 - Chrono

1 - NED working file

1 - Stayback

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OP/HRPS/

[Redacted]